

GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY
HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-06-B127	POSITION: ADMINISTRATOR, MS-301-15
OPENING DATE: 9/8/06	CLOSING DATE: OUF
IF "OPEN UNTIL FILLED" 9/21/06	SALARY RANGE: \$90,384 - \$117,195 PER ANNUM
FIRST SCREENING DATE: _____	TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M. Monday – Friday
WORK SITE: WASHINGTON, D.C.	
PROMOTION POTENTIAL: NONE	AREA OF CONSIDERATION: UNLIMITED
	NO. OF VACANCIES: 1 (ONE)

AGENCY: Child and Family Services Agency (CFSA), Business Service Administration, Office of the Deputy Director for Administration

DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

Serves as Administrator responsible for planning, managing and directing the Agency's Federal Revenue Maximization Recovery Programs to include Title IV-E (Foster Care/Adoption Subsidy), and Medicaid claiming of Targeted Case Management and Residential Rehabilitation Option. Oversees and directs the development and implementation of BSA policies and procedures, management indicators, quality control measures, and financial reporting. Oversees and coordinates in conjunction with the CFO's Office and Federal Officials, the implementation and modification of CFSA's cost allocation plan and practices. Ensures the development of quantitative and qualitative annual, monthly, and quarterly reports to measure payment stamping, penetration rates, and Medicaid and Foster Care recovery progress. Develops and implements internal business processes to ensure program effectiveness and efficiency. Interfaces directly with CFSA's Child Information Systems Administration (CISA) to ensure the FACES IV-E/Medicaid systems issues are thoroughly addressed and that functionality supports timely eligibility determinations and revenue claiming. Recommends and oversees any changes to FACES systems logic for the Revenue module. Establishes linkages with other internal units in program operations and the office of the General Counsel to facilitate appropriate staff knowledge to ensure case file and FACES input documentation is sufficient to support claiming and positive audit results with Federal and State entities. Manages and coordinates CFSA's revenue maximization activities with other District agencies including OCFO, Medical Assistance Administration (MAA), Office of the Attorney General (OAG), and Executive Office of the Mayor. Serves as the agency's key liaison with the U.S. Department of Health & Human Services, Administration for Children & Families (ACF) on all Revenue, FFP issues. Directs through subordinate supervisory staff the Eligibility Unit, Medicaid Recovery Unit, and the newly established Central Files and Records Management Function.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Demonstrated ability to manage and lead professional and paraprofessional staff.
2. Mastery of business practices and principals and extensive demonstrated work experience in business and revenue maximization operation.
3. Comprehensive knowledge of District and Federal regulations, laws, policies and procedures related to Child Welfare, TANF, and Medicaid and Social Security eligibility.
4. Considerable working knowledge of Title IV-E, Medicaid, Targeted Case Management and Rehab Option Federal Programs.
5. Demonstrated ability to read and interpret complex laws, policies and procedures.
6. Excellent oral and written communication skills to present complex issues to Executive Staff.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

<u>MAIL TO:</u>	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
<u>TO APPLY:</u>			
<u>FAX TO:</u>	(202) 727-5750	<u>WEB SITE:</u>	www.cfsa.dc.gov
<u>EMAIL TO:</u>	cfsa.jobs@dc.gov	<u>TELEPHONE:</u>	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE HUMAN RESOURCES AMINISTRATION
